

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 51

December 24, 2003

**SUBJECT: PERFORMANCE EVALUATION PROCEDURES FOR CAPTAINS AND ABOVE - REVISED**

**PURPOSE:** The Department has revised performance evaluation criteria for captains and above. Among the changes, the rating classifications have been modified in an effort to emphasize and enhance individualized narrative comments. Additionally, guidelines have now been established to assist raters in providing the most accurate assessment possible. This Order revises and renames the Performance Evaluation Report, Form 1.33.0, and establishes guidelines for completing the report.

***Note:** The new criteria and guidelines become effective immediately, and shall be used for the first time for captains and above for the performance period ending December 31, 2003.*

**PROCEDURE:**

- I. PERFORMANCE EVALUATION REPORT GUIDELINES FOR RATING CAPTAINS AND ABOVE, FORM 1.33.2 - ESTABLISHED.** The Performance Evaluation Report Guidelines for Rating Captains and Above, Form 1.33.2, is hereby established, and shall be used to complete performance evaluation reports for captains and above.
- II. PERFORMANCE EVALUATION REPORT, FORM 1.33.0 - REVISED.** The Performance Evaluation Report, Form 1.33.0, has been renamed the Performance Evaluation Report - Captains and Above. The form has been revised to replace the four existing rating classifications (i.e., outstanding, excellent, satisfactory, and unsatisfactory) with the following three classifications:

- \* Strong;
- \* Good; and,
- \* Unsatisfactory.

Additionally, raters must now assess two additional sub-factors: A manager's integrity, and his/her ability to promote a positive work environment. Raters must also review a manager's TEAMS printout and document this action by checking the indicated box in Section 10.

- A. Use of Form.** This form is used to report the performance evaluation of captains and above.
- B. Completion.** Supervisors shall utilize the Performance Evaluation Report Guidelines for rating Captains and Above, Form 1.33.2, to complete this form.
- C. Distribution.** Distribution of this form has not changed.

**FORM AVAILABILITY:** The revised Performance Evaluation Report - Captains and Above, Form 1.33.0, and the Performance Evaluation Report Guidelines for Rating Captains and Above, Form 1.33.2, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days and will be updated on the Department's Local Area Network (LAN). Any old versions shall be marked obsolete and placed in the divisional recycling bin. A copy of these forms is attached for duplication and immediate use.

**AMENDMENTS:** This Order adds Section 5/133.2 and amends Section 5/133.00 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
**Chief of Police**

Attachments

**DISTRIBUTION "D"**